

# HOUSEHOLD HAZARDOUS WASTE GRANT MANAGEMENT HANDBOOK

## INTRODUCTION

The nature of Household Hazardous Waste (HHW), including mercury containing equipment (MCE), and scrap electronic devices (E-scrap), requires that certain controls and safety measures are taken and in place during any community sponsored collection events. If improperly handled, HHW, mercury and E-scrap can cause severe injury to people handling them or those delivering them to collection events. Safety precautions, including safety meetings, must be conducted and are of utmost importance in protecting volunteers, employees, attendees (those delivering materials to the events) and the environment. Only well qualified vendors *registered with the Division of Waste Management (DWM) Hazardous Waste Branch 502.782.6444 - Administrative Support Section - Supervisor Bill Schneider* should be used when sponsoring a collection event.

## HHW Collections Guidelines:

- a. Qualified Vendors are those that meet U.S. EPA registration guidelines for hazardous waste/mercury handler/transporter, meet or exceed minimum insurance requirements for environmental spills, carry workers' compensation and other liability insurance, register with the DWM Hazardous Waste Branch and can provide verifiable business history.
- b. Collection events may be managed by having staff unload vehicles (*after training from the vendor*), with the vendor classifying and combining the HHW "behind the tables" or the vendor managing the entire unloading and "behind the tables" processes. **STAFF SHALL NOT CLASSIFY OR COMBINE HHW MATERIALS.**
- c. Grantee **shall** conduct traffic control, qualify residency of attendees (by drivers' or car licenses), ensure attendees complete provided **survey** sheet (last page of handbook), and distribute paint hardening crystals and/or brochures outlining measures for water based paint diversion and outlets for used motor oil and automotive batteries.
- d. ***Attendees must remain in their vehicles and must not be allowed to unload the items themselves at the event.***
- e. Vendors should be able to collect materials along the guidelines attached as Appendix A.

## E-scrap Collection Guidelines:

- a. Qualified Vendors are those that meet U.S. EPA registration guidelines (R2, R2/RIOS, E-Steward - BAN, etc.) for hazardous waste/mercury handler/transporter, meet or exceed minimum Insurance requirements for environmental spills carry workers' compensation and other liability insurance, register with the DWM Hazardous Waste Branch and can provide verifiable business history.
- b. Vendors must have verifiable markets for materials collected, and guarantees for proper disposition/recycling of those materials. Grantee may require "no landfill and/or no export of whole units policy" for E-scrap vendors.
- c. ***Attendees must remain in their vehicles and must not be allowed to unload the items at the event.*** County residency may be verified by drivers' licenses, vehicle tags, etc. Attendees shall be surveyed per the form provided as the last page of this handbook.

## Vendor Requirements:

- a. Be registered with U.S. EPA as a Hazardous Waste Transporter and with the DWM Hazardous Waste Branch.
- b. Meet minimum insurance requirements for environmental spills, automotive, workers compensation, and other liability insurance.
- c. Provide pre-event safety and education session for staff.
- d. Have site protective/spill clean-up equipment and materials set up prior to the event and meet clean-up standards of grantee after the event.
- e. Have adequate management and labor staff on site during the entire event.
- f. Provide grantee a final report *including weight of items collected by type* (i.e., for HHW events include solvents, pesticides, cleaners, household batteries, mercury, etc. For E-scrap events include monitors, CPUs, printers, peripherals, etc.) Include the disposition of items (i.e., HHW blended as fuel, re-blended as recycled paint, etc. E-scrap - shredded, refurbished for resale, disassembled for parts markets, etc.).

#### **Grantee Guidelines:**

- a. Provide a controlled site for the collection event.
- b. Provide adequate traffic control (either by local law enforcement coordination or staff).
- c. Provide the necessary Personal Protective Equipment (PPE) for staff.
- d. Assure that food, water, restroom facilities, as necessary, are available for staff.
- e. Provide qualified first aid personnel coverage during the event.
- f. Provide covered area or building in case of inclement weather during the event.
- g. Provide prior coordination for the proper control/disposition of ammunition or explosives should any be inadvertently brought to the event (law enforcement department, hazardous material response team, etc.).
- h. Provide staff to survey attendees.
- i. Provide a final report to DWM, including the vendor final report and consolidated results of attendee surveys. Include a copy of the paid invoice stamped with date paid, authorizing initials, and check number.
- j. Divert water based (latex) paints from the collection by providing “paint hardening crystals” for residents to take home and harden paint for proper disposal. Other options include fact sheets or brochures outlining home methods of using or hardening paint. See Appendix B.
- k. **Grant funds may not be used to collect Used Motor Oil (UMO) or automotive batteries; however, the applicant may collect UMO and automotive batteries for approved purposes as grant match. Visit <http://waste.ky.gov/RLA/recycling/Pages/recycling.aspx> to find the Quick Link to “Recycling Facilities by County” for facilities that accept UMO or automotive batteries.**

#### **Staff Guidelines:**

- a. All volunteer staff must sign a waiver of liability for the event. See the sample for County Attorney approval in Appendix D.
- b. Personal Protective Equipment (PPE) must be provided to all volunteers and grantee workers. Proper wearing of the PPE is the grantees’ responsibility.
- c. Survey staff should hand out “paint hardener” crystals and/or information on how to solidify water based paints and divert used motor oil and automotive batteries from the collection.

## **Personal Protective Equipment (PPE) Minimum Guidelines:**

- A. For HHW Collections (those unloading cars):
  - Safety glasses or goggles
  - Rubber gloves under leather palm work gloves
  - Impermeable plastic/rubber apron
  - Close toed shoes (preferably steel toed)
  - Long sleeve shirt
  - Long pants
- B. For E-scrap Events:
  - Safety glasses or goggles
  - Leather palm work gloves
  - Close toed shoes (preferably steel toed)
  - Long sleeve shirt
  - Long pants
- c. At a minimum, trained, qualified First Aid staff with adequate First Aid supplies (to include eye wash station or bottles) must be on site during the event and with Emergency Medical Services (EMS) on site or immediately available in case of a medical emergency. Access to the site by EMS vehicles must be unhindered.
- d. Emergency spill responders shall be available in case of hazardous waste spills beyond the vendor's capability. Contact information for Division of Waste Management Field Office staff shall also be available in case of any spill. See Appendix C.

## **APPENDIX A**

**Acceptable/Unacceptable Materials** The vendor will accept for transportation and disposal the majority of hazardous waste typically produced by households. It is stressed for the safety of everyone involved that all materials are known and properly labeled. Wastes that are not in their original containers will be accepted as "known" wastes provided they are labeled. "Unknown" wastes, if acceptable, will be field tested and packaged for incineration.

Below is a listing of typical household hazardous wastes collected:

Aerosol Spray Cans	Muriatic acid
Ammonia	Oil based paint
Antifreeze	Old chemistry sets
Arts and crafts supplies	Oven cleaners
Bleaches	Paint thinner
Brake fluid	Pesticides
Cesspool cleaners	Photo chemicals
Creosote	Pool chemicals
Drain cleaners	Radiator cleaners

Dry cleaning fluids	Rodent killers
Engine and radiator flushes	Rust preventatives
Floor cleaners	Sealants
Herbicides	Solvents
Household Batteries	Transmission fluid
Insect sprays	Wood preservatives
Metal polish	Wood strippers
Moth balls	

Mercury Containing Equipment (MCE): thermometers, thermostats, compact florescent lamps, and florescent tubes, etc.

The vendor usually reserves the right to refuse any waste deemed unsafe to handle or unsuitable for the collection. Such wastes include:

- Large quantities of unknown materials
- Radioactive waste, including smoke detectors
- Explosives, gun powder, flares, ammunition
- Unstable wastes
- Pressurized fire extinguishers
- Unknown gas cylinders

**The collection of water based paint, automotive batteries and used motor oil cannot be funded with Kentucky Pride Fund grants.**

## **APPENDIX B**

Waste Paint Hardener

[http://www.ehow.com/way\\_5686555\\_homemade-waste-paint-hardener.html](http://www.ehow.com/way_5686555_homemade-waste-paint-hardener.html)

<http://www.homedepot.com/buy/paint/stain/homax-waste-away-paint-hardener-for-paint-disposal-2134.html>

**Homax Waste Away Paint Hardener for Paint Disposal**

<http://www.homaxproducts.com/Browse-Homax-Products/Paint-Hardener>

Find the Homax Products **Waste Away Paint Hardener** 2134, Fast Working Can Harden Up to 2/3 of a Gallon from The Home Depot at The Home Depot

**Related Searches for** waste paint hardener

- [Waste Paint Hardener Lowe's](#)
- [Crown Waste Paint Hardener](#)
- [Krud Kutter Waste Paint Harde...](#)
- [Paint Disposal Hardener](#)

- [Waste Paint Hardener \*\*Ingredie...\*\*](#)
- [Homax \*\*Waste Away\*\* Paint Harden...](#)
- [Homemade \*\*Paint Hardener\*\*](#)
- [Latex \*\*Paint Disposal\*\* Hardener](#)

## Features and Benefits

One bag will harden up to 2/3 of a gallon of left over paint and one 5 gallon container will harden approximately 107 gallons.

- Easy to use
- Works in minutes
- Non-toxic
- Curbside disposal
- Environmentally sound

Typical Uses:

- Hardening leftover acrylic paint
- Hardening leftover latex paint
- Hardening leftover water-based stains
- Hardening and clean-up of spills of all of the above

Type in “Waste Paint Hardener” and you will find several options for purchase. You may also check with your local paint store to see what they may have in store.

**WATER BASED PAINTS SHALL NOT BE ACCEPTED FOR GRANT FUNDED COLLECTIONS; HOWEVER, WATER BASED PAINT CAN BE COLLECTED BY THE APPLICANT TO ASSIST COMMUNITY SERVICE ORGANIZATIONS WHO REFURBISH/RENOVATE HOUSES, ETC., AND/OR AS GRANT MATCH.**

## APPENDIX C

### DEPARTMENT FOR ENVIRONMENTAL PROTECTION ENVIRONMENTAL RESPONSE TEAM

**TO REPORT AN ENVIRONMENTAL EMERGENCY CALL:**

502-564-2380 or 1-800-928-2380

LINE OPEN 24 HOURS A DAY, SEVEN DAYS A WEEK

### Field Operations Branch

The branch includes a central office and 10 waste management regional offices located throughout Kentucky. Staff from these offices are familiar with the local waste management issues and can respond to your questions and concerns.

## **DWM REGIONAL OFFICE PERSONNEL**

### **Central Office (502) 564-6716**

300 Sower Blvd., 2<sup>nd</sup> Floor

Frankfort, KY 40601

FAX: (502) 564-4245

**Brian Osterman, Branch Manager**

### **London (606) 330-2080**

875 South Main Street

London, KY 40741

FAX: (606) 330-2097

**James “Buck” McCloud, Supervisor**

### **Bowling Green (270) 746-7475**

2642 Russellville Rd.

Bowling Green, KY 42101

FAX: (270) 746-7865

**Barbara Hankins, Supervisor**

### **Louisville (502) 429-7120**

9116 Leesgate Road

Louisville, KY 40222

FAX: (502) 429-7125

**Duke York, Supervisor**

### **Columbia (270) 384-4735**

2751 Campbellsville Road

Columbia, KY 42728

FAX: (270) 384-5199

**John Rogers, Supervisor**

### **Madisonville (270) 824-7532**

625 Hospital Drive

Madisonville, KY 42431

FAX: (270) 824-7070

**Larry Tichenor, Supervisor**

### **Florence (859) 525-4923**

8020 Veterans Memorial Drive, Suite 110

Florence, KY 41042

FAX: (859) 525-4157

**Michael Fant, Supervisor**

### **Morehead (606) 783-8655**

525 Hecks Plaza Drive

Morehead, KY 40351

FAX: (606) 783-8659

**Rodney Maze, Supervisor**

### **Frankfort (502) 564-3358**

300 Sower Boulevard, 1st Floor

Frankfort, KY 40601

FAX: (502) 564-5043

**Richard Thomas, Supervisor**

### **Paducah (270) 898-8468**

130 Eagle Nest Drive

Paducah, KY 42003

FAX: (270) 898-8640

**Margie Williams, Supervisor**

### **Hazard (606) 435-6022**

233 Birch Street

Hazard, KY 41701

FAX: (606) 435-6025

**Todd Duff, Supervisor**

## **APPENDIX D**

### **Sample for County Attorney Approval NAME of GRANTEE HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION EVENT**

#### **Agreement to Participate Release & Waiver Form**

In consideration of permission to participate in the cooperating agencies' HHW/E-scrap collection event sponsored by a grant through the Kentucky Department for Environmental Protection, Division of Waste Management (DEP/DWM) and other sponsors, and recognizing that this program will involve activities which could be dangerous, I intend to be legally bound hereby, for myself, my heirs, executors and administrators, voluntarily assume all risks of accident or injury and release and forever discharge DEP/DWM, Name of Grantee and other sponsors and their respective employees, officers and agents from any and all liability for personal injury or property damage of any kind sustained in association with participation in the program, whether such personal injury or property damage is caused by the negligence of the sponsors, their respective employees, officers, or agents, or otherwise.

I covenant and agree to indemnify and hold harmless DEP/DWM, Name of Grantee and other sponsors, their respective employees, officers, and agents, from any liability, loss and expense, including but not limited to damages, legal expenses and cost of defense, in any matter arising from my participation in the HHW/E-scrap collection event.

As used herein, "Agents" shall include local area coordinators and other volunteers working on behalf of any of the event sponsors.

I further agree to abide by all applicable rules and regulations promulgated by the sponsors and agree to follow instructions of all supervisors and/or instructors who are connected with this activity.

\_\_\_\_\_ Check here if on medication or if health problems may affect participation in the Household Hazardous Waste and/or E-scrap Collection Event. A site Coordinator must speak with you if this paragraph is checked.

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Participant (Signature)

Date

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Participant (Name Printed)

E-Mail Address

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Mailing Address

City

State

Zip

**What Did You Bring Today?**

1. Please provide your zip code\_\_\_\_\_
2. Approximately how many of the following items did you bring?

\_\_\_\_\_\*Oil Based Paint \_\_\_\_Solvent \_\_\_\_Antifreeze

\_\_\_\_Insecticide/Herbicide \_\_\_\_Liquid Mercury

\_\_\_\_Mercury Containing Equipment (MCE) \_\_\_\_Poison

\_\_\_\_Household Batteries \_\_\_\_Fluorescent bulbs, tubes, lamps

\_\_\_\_Pool Chemicals \_\_\_\_Automotive Fluids

\_\_\_\_Cleaners \_\_\_\_Spray Cans

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_Computer Monitor \_\_\_\_Printer \_\_\_\_Cell Phone

\_\_\_\_TV \_\_\_\_Printer/Copier \_\_\_\_Fax Machine

\_\_\_\_Lap Top \_\_\_\_CPU/Tower

\_\_\_\_Peripherals (keyboard, mouse, speakers)

**\*Water based (latex & acrylic) paint & used motor oil (UMO) and automotive batteries are not accepted. Ask about disposal options or recycling options for these items.**

**We Would Like to Know...**

1. Are you aware that scrap electronic equipment may contain hazardous components that could be harmful?  
\_\_\_\_\_Yes \_\_\_\_\_No
2. Would you be willing to pay a small fee for this type of event to help offset the cost of collection, recycling & disposal?  
\_\_\_\_\_Yes, How much? \_\_\_\_\$5 \_\_\_\_\$10 \_\_\_\_\$15  
\_\_\_\_\_\$ other \_\_\_\_\_No
3. How far would you be willing to travel to this type of event?  
\_\_\_\_1-5 miles \_\_\_\_6-10 miles \_\_\_\_More than 10 miles
4. How did you hear about today's event?  
\_\_\_\_Radio \_\_\_\_Newspaper \_\_\_\_TV  
\_\_\_\_Posted Flyer \_\_\_\_Web Page

Your comments/suggestions for future events.

\_\_\_\_\_



**ENCUESTA SOBRE EL MANEJO DE LA RECOLECCIÓN  
DE DESECHOS DOMÉSTICOS PELIGROSOS**

**CONDADO**

**FECHA**

**¿Qué ha traído hoy?**

1. Ingrese su código postal \_\_\_\_\_  
contener
2. ¿Aproximadamente cuántos de los siguientes elementos ha traído?  
\_\_\_\_\_\*Pintura a base de aceite \_\_\_\_\_Solvente \_\_\_\_\_Anticongelante  
\_\_\_\_Insecticida/herbicida \_\_\_\_\_Mercurio líquido  
\_\_\_\_Equipos con contenido de mercurio (MCE) \_\_\_\_\_Veneno  
\_\_\_\_Pilas domésticas \_\_\_\_\_Bombillas, tubos y lámparas fluorescentes  
\_\_\_\_Químicos para piscina \_\_\_\_\_Fluidos automotrices  
\_\_\_\_Productos de limpieza \_\_\_\_\_Latas de aerosol  
Otro: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_Monitor de computadora \_\_\_\_\_Impresora \_\_\_\_\_Teléfono celular  
\_\_\_\_Televisor \_\_\_\_\_Impresora/Copiadora \_\_\_\_\_Fax  
\_\_\_\_Computadora portátil \_\_\_\_\_CPU/Torre  
\_\_\_\_Periféricos (teclado, mouse, parlantes)

**Nos gustaría saber...**

1. ¿Está usted al tanto de que los equipos electrónicos chatarra pueden  
componentes peligrosos que podrían ser dañinos?  
\_\_\_\_\_Sí \_\_\_\_\_No
2. ¿Estaría dispuesto a pagar una pequeña tarifa para que este tipo  
de eventos ayuden a compensar el costo de recolección, reciclado  
y eliminación de desechos?  
\_\_\_\_\_Sí, ¿cuánto? \_\_\_\_\_\$5 \_\_\_\_\_\$10 \_\_\_\_\_\$15  
\_\_\_\_\_ \$ Otro \_\_\_\_\_No
3. ¿Qué distancia estaría dispuesto a recorrer para llegar a un evento de  
este tipo?  
\_\_\_\_\_1,5-8 km (1-5 millas) \_\_\_\_\_9,5-16 km (6-10 millas)  
\_\_\_\_\_Más de 16 km (10 millas)
4. ¿Cómo se enteró del evento de hoy?  
\_\_\_\_\_Radio \_\_\_\_\_Periódico \_\_\_\_\_Televisión  
\_\_\_\_\_Folleto \_\_\_\_\_Página de internet  
Sus comentarios/sugerencias para futuros eventos.  
\_\_\_\_\_

**\*No se aceptarán pinturas a base de agua (látex y acrílico) y aceite para motor usado (UMO) ni las baterías para automóviles. Consulte acerca de las opciones de eliminación de desechos o de reciclaje para estos elementos.**